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Weekly Report for Week Ending 11 November 1959

from

Records Disposition Branch

1. Contributions

a. OTR/Assessment and Evaluation Staff 25X1
Shelving installation in secure area has been completed. resulting in a 50% savings in floor space, 30% increase in file space and the return to stock of 27 file cabinets. Additional shelving was installed outside of secure area resulting in the removal of six wood cabinets from a class room. Project completed.

25X1

b. ORR/Map Library

Shelving received and installed, providing the area with an additional 200 linear feet of file space. Project completed.

2. Assignments

25X1

a. Shelf Filing

(1) OP/Records and Services/Test Installation

(2) OO/Contact Division

25X1

(3) Security/Building 13

No change since previous report.

(4) OTR/Assessment and Evaluation Staff

Project complete. See Contributions 1a above.

(5) OTR/Operations School/Headquarters Training

Shelving now being installed.

(6)

(7) Office of Communications/TTT Staff

Shelving received and partial installation has been made. Balance of shelving will be installed when inspection window has been relocated.

(8) ORR/Map Library

Project complete. See Contributions 1b above.

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b. Filing Systems

- (1) Management Staff, O&M (DD/S) []

25X1

Fact finding and inventory of files completed. New folders and guide cards being prepared. Analysis of system and procedure continuing.

c. Records Control Schedules

- (1) Executive Registry []

25X1

Recommended transmittal letter and Schedule is now with [] for review.

25X1

- (2) FI Staff []

25X1

- (3) OCI []

25X1

Schedule for the Support Staff delivered [] for review and comments.

25X1

- (4) [])

25X1

No change.

d. Special Projects

- (1) SSA/DD/S []

25X1

The Records Officer for SSA is now studying interim proposals for action to be taken by SSA prior to development of its Records Control Schedule.

25X1

- (2) DD/P Support Records []

25X1

Records Control Schedule is being prepared for the Support Staff.

- (3) Predecessor Agency Records []

25X1

Final recommendations have been prepared and are being reviewed.

- (4) Refresher Training Workshop in Filing []

25X1

DD/I registered 42 people to attend Workshop next Monday, 16 November.

- (5) Revision of Notices in Filing Equipment and Supplies []

25X1

Revised draft being reviewed by Logistics.

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- (6) Bulletin on Records Center and Revised Form No. 140 [] 25X1
- (7) Records Center Article for Support Bulletin [] 25X1
- (8) Follow-up on Unused Safes [] 25X1

Additional comments received from offices concerned and added to file for final report.

- (9) Logistics/Real Estate and Contruction Division [] 25X1
- (10) Report on TDY, [] 25X1

- [] 25X1
- (12) Transfer of Certain Captured German Documents from State Department to National Archives and CIA [] 25X1

Talked with [] of CI Staff and advised him to arrange restrictions on the use of these records at the National Archives. He will take up matter with State Department.

- (13) Records of President's Advisory Committee on Political Refugees []

- (14) DD/P PP Staff []

The records inventory in the Economic Action Division of the PP Staff has been completed.

- (15) Records Officers Conference [] 25X1

[] attended the Conference.

- (16) Survey of Headquarters for Herring Hall-Marvin Safes [] 25X1

With cooperation of Area Records Officers an impressive number of HHM safes are being located for non-headquarters use. Final reports should adequately cover our needs.

e. Vital Material []

No significant development because of effort with Records Officers Conference []

f. Microfilming

Microfilming continues in OCR/IR and OCR/GR.

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g. Training

25X1 [redacted] attended the Records Officers Conference at
25X1 [redacted]

3. News

25X1 a. [redacted] is on Sick Leave for an ear operation.

25X1

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